

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>CFAY-600-02-07</b>
		<b>募集締切日：</b> Closing Date	<b>8 Feb 07</b>
		<b>発行日：</b> Date of Issue	<b>2 Feb 07</b>
<b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )</b>  <div style="text-align: center;"> <b>Library Clerk, #386</b>  <b>(司書事務職)</b>  Acceptable trainee level: N/A </div> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 事務系 Administrative </div> <div> <input type="checkbox"/> 技能系 Blue Collar Trade </div> <div> <input type="checkbox"/> 保安系 Security </div> <div> <input type="checkbox"/> 医療系 Medical </div> </div>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center;">1 名</div>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity <b>Commander Fleet Activities, Yokosuka</b> <b>Morale Welfare Recreation Department, Community Activities Division,</b> <b>CFAY Library Branch (Code 635)</b>  <b>勤務場所</b> Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <b>勤務日</b> Work Days: Sun thru Thur 5 days a week (CFAY-Library-2) <b>勤務時間・休憩</b> Work Hours/Recess Period: 1030-1930 / 1430-1530 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties Performs a variety of clerical duties in a library requiring the exercise of independent judgment in accordance with prescribed library procedures. Maintains library materials in proper order; checks material to insure that it is in good serviceable condition; shelves material returned from circulation desk; reads shelf stocks to locate errors in placement; prepares and files cards for new material; prepares material for circulation by stamping, lettering and pasting book pockets and date due slips; makes minor repairs to library material; records and compiles attendance and circulation statistics; sets up special sections as directed such as newly arrived books and subject matter material of current interest; conducts periodic inventories and prepares inventory reports. Operates circulation desk; instructs patrons on membership rules and operating procedures; assists patrons and students in the selection and location of reference materials and use of card catalogs; takes reserves on material; checks out and receives material; reviews suspense cards to locate overdue items; answers reference questions of a non-technical nature; performs other clerical and housekeeping tasks to maintain the library in good working order. Performs other related or incidental duties as assigned.			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years technical school or 4-year degree in any field may qualify him/her at 1-3 level. b. Knowledge of customer service concepts and practices. c. Knowledge of computerized cataloging/inventory database system. d. Knowledge of general library procedures including operating circulation desk, instructing patrons on membership rules and operating procedures, and assisting patrons to select reference materials. e. Skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and Power Point) and Communications. f. Ability to speak, read and write English at average proficiency level (LAD-2).  Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

<b>8.提出するもの</b> Application and Associated Documents	<b>職務状況</b> Working Condition
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<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement <input type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience <b>*の記入は Complete * in</b> <input type="checkbox"/> <b>日本語で Japanese</b> <input checked="" type="checkbox"/> <b>英語で English</b> <input type="checkbox"/> <b>どちらでも Either</b> <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
<b>9. 応募書類提出先 Office to Submit</b>		
<p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p><b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b>  〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka  内線/Extension 243-8152 JN Employment Division (N132)</p> <p><b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b>  〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  管理第一係 Management Section  電話番号 Phone 046-828-6959  受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.</p>		
<b>10. 事務処理欄 For Official Use</b>		
募集部隊担当者 Activity POC : CFAY Code420		軍電 (DSN) 243-8148/8143
PD No.: CFAY-635-002	PD is accurate and current. <b>Certified by Activity: mm</b>	HRO: kw 2/1 yk 2/1

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.